



Controller *John Chiang*

California State Controller's Office

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader, or assistance attending an interview please call (916) 323-3055. For Voice / Relay Services, please call: 711.

Position:

(5009) Staff Services Manager III –
Bureau Chief of Tax Administration
and Government Compensation

Position #:

051-421-4802-903

Salary Range:

\$6,915 – \$7,852

Issue Date:

10/10/2014

Contact:

Sarah Loya, (916) 322-3351

Location:

Accounting & Reporting
3301 C Street, Suite 740
Sacramento, CA 95816

Final Filing**Date:**

October 23, 2014

Application Information:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
ATTN: Sarah Loya
3301 C Street, Suite 740
Sacramento, CA 95816

Looking for a job that you can feel passionate about? Looking for work in an inviting work environment? If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further! The Office of the State Controller (SCO) is the destination Constitutional employer within the State of California.

Applications will be screened and only the most qualified will be interviewed.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

To be considered for this position you must provide documentation that you meet the minimum qualifications. Please include a copy of your degree, transcripts, or detailed work experience on your application. If it is determined an applicant does not meet the minimum qualifications, you may not be considered for the position.

Scope of Position:

The Staff Services Manager III, as Chief of the Tax Administration and Government Compensation Bureau, is responsible to oversee the operations of three sections within the Division of Accounting and Reporting, responsible for various tax programs, accounting and collection activities, the Property Tax Postponement Program, providing guidance to County Treasurer/Tax Collectors and the analysis, compilation, and publication of Government Compensation in California. The incumbent will provide leadership and oversight in directing the work of section managers, while setting, promoting, and attaining Department, Division, and Section goals.

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- Represent the State Controller regarding tax issues on programs with department directors, senior executive tax administrators, other state and federal tax experts, the Internal Revenue Service, management, and legal staff of private corporations.
- Oversee the accounting and collection activities for several programs.
- Oversee the State Controller's Office's duties and responsibilities associated with lien management, collection, and eligibility for the

Please write “051-421-4802-903” on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.

(Statewide)

- Property Tax Postponement Program.
- Oversee the work of management and staff who instruct, advise, and direct the County Treasurers/Tax Collectors regarding the collection of property taxes, tax delinquency procedures, tax sales, tax defaults, redemptions, and the management and disposition of tax defaulted property.
 - Oversee the work of management and staff responsible for analyzing, compiling, and publishing Government Compensation in California data.

Desirable Qualifications:

- Experience in recommending, developing, and implementing policies relative to program issues.
- Knowledge of local governments (Counties, Cities, Special Districts, etc.)
- Knowledge of Property Taxes and collection techniques.
- Managerial experience that demonstrates the ability to successfully apply organizational leadership, facilitate decision-making, promote team work, and define and achieve success across multi-disciplinary stakeholder interests.
- Ability to communicate effectively with all levels of staff.

MISSION:

Protect California's financial integrity while providing transparency and excellent service.

VISION:

Provide stewardship of public dollars while building a forward-thinking culture of continuous improvement and innovation.

The State Controller's Office is committed to providing an equal employment opportunity to all, providing reasonable accommodations, prohibiting sexual harassment and discrimination based on race, color, ethnicity, national origin, ancestry, sex (gender identity), age, disability, genetic information, religion, sexual orientation, political affiliation, marital status, pregnancy, military status, and to providing protection against retaliation. Rev. 8/12